

MCRC FROST CALL 009-04 DATED 12 FEBRUARY 2004

From: Commanding General, Marine Corps Recruiting Command

Subj: ADDITIONAL INFORMATION REQUIRED ON ALL SF-86 FORMS

Ref: (a) email msg between OPM and DoN NCIS Office

Encl: (1) Sample Remarks Section Statements

1. Purpose. To notify all levels of the Marine Corps Recruiting Command of the additional information required for all SF-86 forms submitted to the Office of Personnel Management (OPM) for Department of the Navy pre-accession applicants officer and enlisted.
2. Background. OPM agents, on occasion need to contact or conduct subject interviews of applicants. On many instances after contacting MCRC or the Marine Corps locator, they discover the applicant is still in DEP/SMCR Awaiting Initial Training, or Officer Candidates at their Home of Record (HOR), or have shipped to recruit training or Officer Candidate School. This being known, it could save valuable time to these investigators, and slows the adjudication process.
3. Information. MCRC has been directed to add to the Remarks section of the SF-86, regardless of format used, the applicants scheduled accession date and location. The required SF-86 entry is:

'PRE-ACCESSION/SUBJECT WILL REPORT FOR DUTY ON: 22 MAY 2004

TO: MCRD SAN DIEGO CA DUTY STATION'

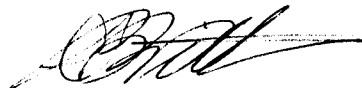
The recruiter/NCOIC/MEPS LNCO/OSS Staff/NROTC Unit will enter the projected active duty date (PADD) and the recruit depot or OCS/TBS Quantico VA the subject will attend. In the case of PSEP Marines, the duty station transferred to, will be annotated. This information will be accomplished in the following format for the SF-86 annotated:

- a. SF-86 (Manually documented). Manually enter the above statement in the **CONTINUATION SPACE** on Page 9 of the subjects SF-86.
- b. SF-86 (Automated Enlistment Package AEP). Under the heading **MISCELLANEOUS**, then **GENERAL COMMENTS**, type the above statement. When the SF-86 is printed off, it will show a statement in the CONTINUATION SPACE section, "**See Attached Sheets**". The attached sheet will be printed as **Continuation Sheet** that should be inserted behind Page 9 of the subjects SF-86. Also the above entry can be **HANDPRINTED** and then initialed by subject applicant.
- c. SF-86 EPSQ. In **Module 43, General Remarks**, click the YES button. Add the above statement, and it will then appear in the remarks section of the SF-86 EPSQ. Also the above entry can be **HANDPRINTED**. If the subject had previously annotated NO under Block 43 General Remarks, line out NO and initial. Then annotate YES, add: "See Attached Sheet". The attached sheet will have the above statement, containing Last Name, First Name, Middle Name, and SSN.

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4. Action. Effective for all new SF-86s submissions to OPM commencing no later than 16 February 2004.

5. Point of contact is Mike Styka, MCRC G-3, at DSN 278-9405 or commercial (703) 784-9405.

A handwritten signature in black ink, appearing to read 'S. B. Wittle', with a stylized flourish extending to the right.

S. B. WITTLE
By direction

SAMPLE STATEMENTS

ERR Enlisted:

`PRE-ACCESSION/SUBJECT WILL REPORT FOR DUTY ON: 22 MAY 2004

TO: MCRD PARRIS ISLAND SC DUTY STATION'

WRR Enlisted:

`PRE-ACCESSION/SUBJECT WILL REPORT FOR DUTY ON: 22 MAY 2004

TO: MCRD SAN DIEGO CA DUTY STATION'

OSO/NROTC:

`PRE-ACCESSION/SUBJECT WILL REPORT FOR DUTY ON: 22 MAY 2004

TO: OCS QUANTICO VA DUTY STATION'

PSEP MARINES:

`PRE-ACCESSION/SUBJECT WILL REPORT FOR DUTY ON: 22 MAY 2004

TO: MARINE CORPS BASE CAMP LEJEUNE NC DUTY STATION'